

~~CONFIDENTIAL~~

REF:
RETURN TO
RECORDS MANAGEMENT DIVISION

ILLUSTRATIONS OF SIGNIFICANT FORMS MANAGEMENT ACTIVITIES

1. Improvement In Informational Reports (CS And OO)
 - (a) Intangible savings in procedures and printing.
 - (b) Tangible savings of \$31,817 by reducing size of form, improving the format, better design, and by eliminating complicated identification and instructions.
2. Established Control Over Forms
 - (a) Standardized method for procuring other agency forms.
 - (b) Procedure for acquisition and use of standard forms.
 - (c) Agency forms numbered 858 - 1953; now over 1750.
3. Simplified Numbering System
 - (a) Now straight numerical as contrasted to functional numerical identification.
 - (b) 255 unnecessary forms eliminated.
 - (c) New system eliminates security hazards; new forms do not have to be secured in safe type cabinets for overnight storage.
 - (d) Reprint review program has reduced volume of requests for reprints by 45%; accomplished by more realistic stock levels.
 - (e) Reduced average annual usage from 22,000 copies per form in 1953 to 10,677 in 1955. This reduced volume is equivalent to a savings of 31 safe cabinets valued at over \$60,000.
 - (f) Estimated savings of \$201,522 as a result of eliminating obsolete and unnecessary forms.
4. Revised Library Document, Book And Periodical Request
 - (a) Reduced typing time 13%.
 - (b) Increased production rate 15%.
 - (c) Eliminated security hazard by elimination of carbon.
5. Devised New Record Center Request Form
 - (a) First experiment in use of NCR paper in Agency.
 - (b) General public acceptance in lieu of telephone requests.
 - (c) Reduced telephone request traffic 85%
- FOIAb3b1 6. [REDACTED] Forms Survey
 - (a) Established control over all division forms.
 - (b) Consolidated 15 two-page forms into 7 one-page forms.
 - (c) Combined 11 similar forms used for logging mail into 1 form.
7. Consolidation Of Mail Control Logs
 - (a) Consolidated 5 different mail control log forms into 1.
 - (b) Estimated annual savings \$9077.

8. NCR Paper Experiments
 - (a) 12 new forms developed and tested.
 - (b) Better acceptance by users.
 - (c) Improved security.
 - (d) Elimination of classified waste.
9. Services Rendered On Agency-Wide Basis
 - (a) Secrecy agreement for the Director's Office. 25X1A6a
 - (b) Development of 8 new forms for special project in Building. [REDACTED]
 - (c) Assistance to IAC Agencies on information reports.
10. Assistance To Paperwork Management's Task Force, Hoover Commission.